

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO. C-527PAGE
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RECORDS RETENTION AND DISPOSAL SCHEDULE

Chevy Chase Village

AGENCY		DIVISION
Item No.	Description	Retention
1.	<u>Minutes, Legal, and Ordinances</u> Contained in the file are the administrative, legislative, and legal opinions from which the Board of Managers take appropriate action. Included also are such items as minutes of the board, charter, ordinances, resolutions, oaths of office, zoning information and building permits.	Retain originals permanently for eventual transfer to archival storage. Retain duplicate copies permanently in office.
2.	<u>Mini-Bonds, Bond Certificates</u> File contains copies of cancelled floating bonds with financial disclosure and general obligation certificates. Included also are citizens' comments, balloting referendum, opinion of counsel and redeemed bonds.	Retain for three (3) years after full retirement of bond issue, then destroy.
3.	<u>Payroll Time Books</u> Contains old time books and federal W-2s of all employees on hourly wage scale from 1934-1970. This file is no longer used.	Retain in office permanently.
4.	<u>Personnel Files</u> Alphabetical arrangement containing the history of each employee actively employed with the city government. Included in the file are applications, letters of recommendation, salary changes, correspondence, citations, disciplinary actions, training records, medical information, and resignations.	Retain until termination of employment and for ten (10) years thereafter, then destroy.
5.	<u>Personnel History Card</u> File consists of a 4 x 5 history card on each employee and containing a summary of job classification, dates of employment, salary and reason for leaving.	Retain permanently.

Schedule Approved by Department,
Agency, or Division RepresentativeSchedule Authorized by
Hall of Records Commission

11/2/82

Date

Signature

Title

Date

State And

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Item No.	Description	Retention
6.	<u>General Files</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings, legislative reference material, directives and other miscellaneous papers relating to the administration of the village of Chevy Chase.	Screen annually destroying that material no longer needed for current business. Directives and other material relating to planning and policy that illustrate the development of the village of Chevy Chase, retain permanently for archival storage.
7.	<u>Police Records</u> Contained in the file are police tickets/citations providing information such as serial numbers, name, date, violation and disposition of case; accident reports; incident reports; daily reports; and miscellaneous general correspondence.	Retain for ten (10) years, then destroy. Material having continuing legal or administrative value, retain until such value ceases, then destroy.
8.	<u>Accounting Records</u> A. <u>General Accounting Records</u> Annual Financial Reports to Local and State Agencies Assessment Lists (Field Books and Notes) Bankbooks, Statements and Deposit Slips Budget Records, Papers and Worksheets Business, Trading, Fishing and Hunting Licenses (which are renewable annually), stubs & copies Cancelled Checks, Check Copies and Check Stubs Counter Cash Books Delivery Orders, Receipts and Receiving Reports Expense Reports Gasoline Tickets Paid Bills, Vouchers and Invoices Paid Bonds and Coupons Paid Tax Bills and Paid Delinquent Tax Lists Pay and Receiving Warrants and Transmittals Payroll Exceptions Payroll Journals Receipt and Disbursement Journals Receipt Books and Receipt Copies Reconciliation and Trial Balance Sheets Requisitions and Purchase Orders Tax Collection Books Time Sheets and Mileage Reports Withholding Forms and Statements (Federal & State)	Retain permanently in office.

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Item No.	Description	Retention
	<p>B. <u>Special Accounting Records</u></p> <p>Assessment Books Books of Final Entry - General Ledgers Employee Roster, Card File, or History Cards</p> <p>Audit Reports</p>	<p>Retain permanently.</p> <p>Retain permanently.</p>
9.	<p><u>Legal (ACL)</u></p> <p>These are the personal files of Arthur G. Lambert for the years 1951-1972 containing specialized subject matters undertaken by the city's legal counsel during zoning, annexation, and growth of the city.</p>	<p>Retain in office permanently.</p>
10.	<p><u>Ballots</u></p> <p>File contains completed election ballots for any and all city elections.</p>	<p>Retain for three (3) years, then destroy.</p>